



# Computer Learning Center (CLC) schedule for: November 2016

To register for a computer class or get more information: visit the CLC, phone (209) 333-5554, or email to: [Lodi.Library.CLC@gmail.com](mailto:Lodi.Library.CLC@gmail.com)  
Lodi Public Library, 201 W. Locust St., Lodi CA 95240

## Page 1: Our Computer Classes

<input type="checkbox"/> <b>COMPUTER BASICS (<i>Basics</i>)</b> <b>3 days</b> Computer, Internet, and email basics for beginners. Nov 1, 2, 3 at 9:00 am -or- Nov 15, 22, 29 at 12:00 pm.	<input type="checkbox"/> <b>INTRODUCTION TO WINDOWS 10 (<i>Win 10</i>)</b> <b>1 day</b> How to set up and use the features of Windows 10. Nov 15 at 6:00 pm.
<input type="checkbox"/> <b>MANAGING COMPUTER FILES &amp; FOLDERS (<i>Files</i>)*</b> <b>2 days</b> How to recognize, move, sort, and back up your files. Nov 30-Dec 1 at 9:00 am.	<input type="checkbox"/> <b>MICROSOFT WORD (<i>Word</i>)*</b> <b>4 days</b> How to create many types of Word documents. Nov 9, 10, 16, 17 at 9:00 am.
<input type="checkbox"/> <b>INTRODUCTION TO CLOUD COMPUTING (<i>Cloud</i>)*</b> <b>1 day</b> Creating, storing, and sharing files entirely online. Nov 28 at 9:00 am.	<input type="checkbox"/> <b>MICROSOFT EXCEL (<i>Excel</i>)*</b> <b>4 days</b> How to create and use Excel spreadsheets and charts. Nov 5, 12, 19, 26 at 10:00 am.
<input type="checkbox"/> <b>FUN WITH WORD: GREETING CARDS (<i>Cards</i>)*</b> <b>1 day</b> Create your own custom greeting cards in Microsoft Word. Nov 21 -or- Nov 29 at 9:00 am.	<input type="checkbox"/> <b>MICROSOFT POWERPOINT (<i>PowerPt</i>)*</b> <b>4 days</b> How to create and present a PowerPoint slideshow. Nov 7, 8, 14, 15 at 9:00 am.
<input type="checkbox"/> <b>FUN WITH WORD: FLYERS (<i>Flyers</i>)*</b> <b>1 day</b> Use Word to create colorful flyers for many applications. Nov 22 at 9:00 am.	<div><b>To receive this schedule in your e-mail each month, send a request to: <a href="mailto:Lodi.Library.CLC@gmail.com">Lodi.Library.CLC@gmail.com</a></b></div>

### PLEASE READ THESE IMPORTANT NOTES:

\*See first note below.

- ✓ You can register for a class by email, phone, or in person; see contact info above. Include the following information when you register: (1) full name, (2) phone number, (3) name of class, (4) start date of class, (5) for classes marked by \*, confirm that you have completed our Computer Basics class or that you are well skilled in p.c. fundamentals: keyboard, mouse functions, and the controls of a window. The *Fun with Word* classes also require completion of our *Microsoft Word* class or strong composing and editing skills in Word.
- ✓ Our classes vary from one to four days each, as shown above. A daily session usually runs about 2 to 2½ hours.
- ✓ The published schedule for any class is subject to change. You will be notified if your class is canceled or rescheduled.
- ✓ Be sure to get a copy of our guide for new students, *Computer Classes in the CLC*, at the coach's desk or request it by email.

Page 2 <b>OPEN HOURS AND CLASS SCHEDULE</b> November 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
<b>"OPEN"</b> hours are for individual help: learn or practice computer skills; online training & testing; job hunting and résumé preparation.	See page 1 for more information about our classes.	<b>01</b> <b>9-12 Basics1-Colleen(s)</b> <b>12-3 OPEN – Bob (s)</b> <b>3-6 OPEN-Bill</b>	<b>02</b> <b>9-12 Basics 2 - Jim</b> <b>12-3 OPEN-Barbara</b> <b>3-6 OPEN-Bill</b> <b>6-8 OPEN-Rich</b>	<b>03</b> <b>9-12 Basics 3 - Jim</b> <b>12-3 OPEN-Ramon</b> <b>3-6 (reserved, see note below)</b>	<b>04</b>	<b>05</b> <b>10-1 Excel 1 - Ron</b>
<b>06</b> <b>12-3 OPEN-Todd</b>	<b>07</b> <b>9-12 PowerPt 1 - Bob</b> <b>12-3 OPEN-Ramon</b> <b>3-5 OPEN-Colleen (s)</b>	<b>08</b> <b>9-12 PowerPt 2- Bob</b> <b>12-3 OPEN-Barbara (s)</b> <b>3-6 OPEN-Bill</b>	<b>09</b> <b>9-12 Word 1- Ron (s)</b> <b>12-3 OPEN-Barbara</b> <b>3-6 OPEN-Bill</b> <b>6-8 OPEN-Rich</b>	<b>10</b> <b>9-12 Word 2 - Jim</b> <b>12-3 OPEN-Ramon</b> <b>3-6 (reserved, see note below)</b>	<b>11</b>	<b>12</b> <b>10-1 Excel 2 - Ron</b>
<b>13</b> (CLC closed)	<b>14</b> <b>9-12 PowerPt 3 - Bob</b> <b>12-3 OPEN-Ramon</b> <b>3-5 OPEN-Colleen (s)</b>	<b>15</b> <b>9-12 PowerPt 4 - Bob</b> <b>12-3 Basics 1- Colleen</b> <b>3-6 OPEN-Bob (s)</b> <b>6-8 Win 10 - Ron</b>	<b>16</b> <b>9-12 Word 3 - Jim</b> <b>12-3 OPEN-Barbara</b> <b>3-6 (nca)</b> <b>6-8 OPEN-Rich</b>	<b>17</b> <b>9-12 Word 4 - Jim</b> <b>12-3 OPEN-Ramon</b> <b>3-6 (reserved, see note below)</b>	<b>18</b>	<b>19</b> <b>10-1 Excel 3 - Ron</b>
<b>20</b> <b>12-3 OPEN-Todd</b>	<b>21</b> <b>9-12 Cards - Bob</b> <b>12-3 OPEN-Ramon</b> <b>3-5 OPEN-Colleen (s)</b>	<b>22</b> <b>9-12 Flyers - Bob</b> <b>12-3 Basics 2 - Colleen</b> <b>3-6 OPEN-Bill</b>	<b>23</b> LIBRARY CLOSED	<b>24</b> LIBRARY CLOSED Thanksgiving	<b>25</b>	<b>26</b> <b>10-1 Excel 4 - Ron</b>
<b>27</b> (CLC closed)	<b>28</b> <b>9-12 Cloud - Bob</b> <b>12-3 OPEN-Ramon</b> <b>3-5 OPEN-Colleen (s)</b>	<b>29</b> <b>9-12 Cards - Bob</b> <b>12-3 Basics 3 - Colleen</b> <b>3-6 OPEN-Bill</b>	<b>30</b> <b>9-12 Files 1 - Jim**</b> <b>12-3 OPEN-Barbara</b> <b>3-6 OPEN-Bill</b> <b>6-8 OPEN-Rich</b>	<b>**The 2nd day of this class is 12/1, 9:00 am.</b>		Events and personnel shown are current as of this update and are subject to change. Updated: <b>10/14/16</b>

(s) = substitute coach or instructor

(nca) = no coach assigned, CLC may be closed.

Note: Thursday 3-6 pm reserved for use by Homework Help coach & students.